

BYLAWS  
for the  
FUTURE BUSINESS LEADERS OF AMERICA DIVISION  
to the Constitution of the  
MISSOURI CHAPTER OF FBLA-PBL, INC.

ARTICLE I

Organization

Section 1. The FBLA Division is composed of active local chapters chartered by FBLA-PBL, Inc., for whom individual membership dues have been received, who abide by the national, state, district, and local constitutions, and pursue the purposes of FBLA.

Section 2. The FBLA Division is organized into districts for the purpose of establishing representation in the Division's State Leadership Conference competitive events and in determining membership on the FBLA Division's State Executive Council. District boundaries are determined by the FBLA Division's State Executive Council.

Section 3. The state committee serves in a liaison capacity with the national organization.

Section 4. The general administration of the FBLA Division is vested in the Executive Council and the Board of Directors. The Board of Directors is the governing authority.

Section 5. Each local chapter shall have an adviser who shall be a faculty member of the business education department. In the event that a business teacher is not able to act as FBLA adviser the adviser may be a faculty member who teaches a business-related course.

ARTICLE II

Membership

Section 1. Membership in the FBLA Division consists of the total members of the chartered local chapters who must also hold membership in the state and national organizations.

Section 2. Classes of individual membership in the FBLA Division.

a. (1) Active members are students who become members while enrolled in a business or business related program. They accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations and possess qualities for employment.

(2) Active members pay dues as established by the national, state, district, and local FBLA organization.

(3) Active members are eligible to participate in national, state, district, or local events; to serve as a voting delegate to the national, state, or district leadership conferences; to hold national, state, district, or local offices; and to represent otherwise the national, state, district, or local FBLA organization as approved by the adviser of such organization.

b. (1) Professional members are persons associated with or participating in the professional development of FBLA as approved by the FBLA Division. Such members may include advisers, business teacher educators, state supervisors or state directors of business and office education, and other persons from the field of education who are contributing to the growth and development of FBLA.

(2) Professional members are ineligible to participate in events, serve as voting delegates, or hold office and are not required to pay dues.

c. (1) Honorary members are elected to membership in the FBLA Division by a majority vote of the members of the FBLA Division Executive Council. These members might be employers; supervisors of training stations; other persons in industry, business, professions, or labor; or members of a professional organization, who are or have been active in assisting in the advancement of business and office education, or who are rendering outstanding service to FBLA at any level.

(2) Honorary members are not eligible to vote or hold office and are not required to pay dues.

(3) A limit to the number of honorary members elected each year is established by the FBLA Division's Executive Council.

d. (1) Associate members are secondary students who have not yet enrolled in a business program, but who accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment.

(2) Associate members are ineligible to participate in competitive events, serve as voting delegates, or hold office; but to be a participant in other activities at district, state, or national conferences, they must pay the required dues.

Section 3. The FBLA Division is open for membership to all business students regardless of race, religion, color, or national origin.

Section 4. The FBLA Division's membership year is from July 1 through June 30.

## ARTICLE III

### Board of Directors

Section 1. The FBLA Division's Board of Directors is composed of the advisers of the six student officers, the State Chairman of the Missouri Chapter of FBLA-PBL, Inc., and the FBLA Division's State Adviser. In any year that Missouri has a national officer, that officer's local chapter adviser becomes ex-officio member of the state board of directors.

Section 2. Board of Directors Term of Membership.

(a) The term of each of the local chapter advisers who are members of the FBLA Division's Board of Directors is for the FBLA Division's year in which the youth officer they advise serves as an FBLA Division officer.

(b) The State Chairman and State Adviser serve on a year-to-year basis as confirmed by the National Board of Directors.

Section 3. The FBLA Division's Board of Directors is the governing authority. It reviews the policies and procedures suggested by the FBLA Division's Executive Council, helps administer the policies and procedures, and consults with local chapter advisers about the business of the FBLA Division.

## ARTICLE IV

### State Committee

Section 1. The state chairman of the Missouri State Chapter of FBLA-PBL, Inc., is designated by the National Board of Directors of FBLA-PBL, Inc.

Section 2. The state adviser of the FBLA Division is designated by the State Chairman.

## ARTICLE V

### Executive Council

Section 1. The FBLA Division's five officers and a representative from each district are the FBLA Division's Executive Council. In any year that Missouri has a national officer, that officer becomes an ex-officio member of the state executive council.

Section 2. The state chairman of the Missouri State Chapter of FBLA-PBL, Inc., the state adviser of the FBLA Division, and the FBLA Division's Parliamentarian are ex-officio members of the FBLA Division's Executive Council.

Section 3. The FBLA Division's Executive Council suggests policies and procedures, plans the FBLA Division's Leadership Conference, establishes an agenda for the business meeting of the FBLA Division's Leadership Conference, develops a budget, approves expenditures, makes appointment to vacancies, reviews campaign materials of officer candidates, and plans and conducts the FBLA Division's business from one annual leadership conference to another subject to the State and National FBLA Constitutions and in cooperation with the Chapter's State Chairman and the FBLA Division's Board of Directors.

## ARTICLE VI

### Officers

Section 1. (a) Officers of the FBLA Division consist of a president, vice president, secretary, treasurer, reporter, parliamentarian and other officers as are necessary.

(b) The term for elected officers will extend to the end of the FBLA fiscal year, June 30, corresponding with the school year for which they were elected.

Section 2. Qualifications for an officer position are: must be an active member [as defined in the Bylaws, ARTICLE II, Section 2, a.(1)]; have endorsement of the local chapter; be recommended by the local chapter adviser; have at least one full year remaining in high school; be knowledgeable about parliamentary procedure; and file an official application with the FBLA Division's adviser before the FBLA Division's Leadership Conference in accordance with the officer candidate application guidelines.

### Section 3. Duties of the FBLA Division's Officers

a. The president (1) serves as chairman of the FBLA Division's Executive Council; (2) calls meetings of the FBLA Division's Executive Council and the FBLA Division's Leadership Conference; (3) presides at council meetings and the business sessions of the state leadership conference; (4) appoints appropriately needed committees and committee chairmen; (5) maintains close and continuing communication with the state chapter adviser; (6) and performs duties for the promotion and development of local, district, state, and national FBLA.

b. The vice president (1) presides at meetings in the absence of the president; (2) assumes the duties of the presidency should that position become vacant; (3) organizes the officer candidates' briefing session; (4) oversees the campaign table setup; (5) organizes the officer candidate speaking session; (6) conducts the election of officers at the state leadership conference; (7) performs other duties directed by the president; (8) participates in activities for the promotion and development of local, district, state, and national FBLA.

c. The secretary (1) performs duties common to the office; (2) records the minutes of the executive council meeting; (3) keeps an accurate record of any business brought before the voting delegates at the annual leadership conference; (4) presents the state chapter's annual report; (5) performs other duties directed by the president; (6) and participates in activities for the promotion and development of local, district, state, and national FBLA.

d. The treasurer (1) presents the state conference and state chapter financial reports to the executive council; (2) assists with state conference activities; (3) performs other duties directed by the president; (4) participates in activities for the promotion and development of local, district, state, and national FBLA.

e. The reporter (1) prepares material to encourage local chapters to initiate press releases; (2) requests material from local chapters for the state newsletter; (3) arranges for the publication of as many issues of the state newsletter as allowed by the budget; (4) forwards state news to the national office; (5) update and prepare material for FBLA On-Line; (6) performs other duties directed by the president; (7) participates in activities for the promotion and development of local, district, state, and national FBLA.

f. The parliamentarian (1) assists the president and vice president in the use of proper rules of order; (2) ensures that business is conducted properly at the FBLA Division's Executive Council meeting and other business meetings of FBLA; (3) uses Robert's Rules of Order, Newly Revised, as a guide for the decisions not otherwise outlined; (4) performs other duties assigned by the president; (5) participates in activities for the promotion and development of local, state, and national FBLA.

Section 4. The FBLA Division's new officers are installed at the FBLA Division's Leadership Conference or are installed in absentia by the FBLA Division's state adviser if voting is conducted by the mail.

Section 5. The FBLA Division's Executive Council appoints persons to fill any vacancy occurring in the office of vice president, secretary, treasurer, and reporter.

## ARTICLE VII

### Election

Section 1. The officers of the FBLA Division are elected annually at the FBLA Division's Leadership Conference by a simple majority vote of the authorized voting delegates who are present from active local chapters in good standing with the state and national organization.

Section 2. In the event that the FBLA Division's Leadership Conference is not held, officers are to be elected by a simple majority of valid ballots returned from authorized voting delegates of chapters in good standing with the state and national organization.

Section 3. A lack of a simple majority in the vote for any office results in another round of voting with the candidate having the least number of votes after each ballot being removed from the running until a candidate receives a majority vote.

Section 4. A tie in the vote for any office, whether it be the tied candidates receiving the largest number of votes or the tied candidates receiving the least number of votes, results in a runoff vote to break the tie.

Section 5. After one runoff vote for the FBLA Division's offices of president, vice president, secretary, treasurer, and reporter, the incoming council members and outgoing elected officers who are present are to cast one vote each to break the tie.

Section 6. The offices in the FBLA Division are filled in the following order when the election of the FBLA Division's officers is held at the FBLA Division's Leadership Conference: president, vice president, secretary, treasurer, and reporter.

Section 7. No two state officers shall be elected from the same local chapter.

Section 8. Representation from each district on the FBLA Division's Executive Council is determined by active chapters within the district.

## ARTICLE VIII

### Voting

Section 1. Each local chapter in good standing with the state and national organizations is entitled to send voting delegates from its active membership to the FBLA Division's Leadership Conference in accordance with the following:

Under 50 members - two voting delegates  
50-100 members - three voting delegates  
Over 100 members - four voting delegates

All local chapters may provide alternates to the certified voting delegates.

Section 2. All voting delegates and alternates are certified by their local chapter adviser to the FBLA Division's state adviser.

## ARTICLE IX

### Meetings

Section 1. The FBLA Division's Leadership Conference is held annually at a place and date determined by the FBLA Division's Executive Council.

Section 2. The FBLA Division's Executive Council holds at least one meeting during the time from June 1 to August 31. This meeting is called by the FBLA Division's president in cooperation with the FBLA Division's state adviser. All of the FBLA Division's Executive Council members are given advance notice of this meeting.

Section 3. The FBLA Division's Executive Council, by a simple majority vote, may cancel the FBLA Division's Leadership Conference. This action must then be submitted to the active local chapters in good standing with the state and national organizations for ratification by mailed ballot.

Section 4. Local chapters may petition for an FBLA Division Leadership Conference to be held. A simple majority of the active local chapters in good standing with the state and national FBLA organizations are enough signers to order the FBLA Division's Executive Council or the Chapter's State Chairman to call an FBLA Division Leadership Conference.

Section 5. A quorum for a meeting of the FBLA Division's Executive Council is a simple majority of those present who are duly elected members of the FBLA Division's Executive Council.

Section 6. A quorum for a business session of the delegates to the FBLA Division's Leadership Conference is a majority of the authorized delegates present at the time announced on the program of the FBLA Division's Leadership Conference.

## ARTICLE X

### Finances

Section 1. The FBLA Division's Executive Council prefers to have dues forwarded to the FBLA national office in one check for state and national dues.

Section 2.

a. The amount of the dues is proposed by the FBLA Division's Executive Council after reviewing the budget prepared by the FBLA Division's Treasurer.

b. The proposed dues are approved by a simple majority vote of the authorized voting delegates present at the FBLA Division's Leadership Conference or by a simple majority of valid ballots returned from active local chapters in good standing with the state and national organizations.

c. A deadline for the return of ballots is established by the FBLA Division's Executive Council to be not less than thirty days from the postmark on the envelope in which the ballots were received by the local chapter.

Section 3. A tie vote results in the FBLA Division's President casting the tie-breaking vote.

Section 4. The chapter's fiscal year is July 1 through June 30.

## ARTICLE XI

### Delegates to National Leadership Conference

Section 1. The authorized voting delegates to the National FBLA Leadership Conference are the incoming vice president and secretary. If either of the delegates is unable to attend the national conference, the president, treasurer, and reporter in that order should be given preference as an alternate voting delegate. Should the five elected officers not be able to serve as voting delegates, the state adviser will designate two voting delegates from the members who are attending the conference.

## ARTICLE XII

### Emblems and Colors

Section 1. Emblems and insignia are those of FBLA-PBL, Inc.

Section 2. The colors of the Chapter are blue and gold as are those of FBLA-PBL, Inc.

## ARTICLE XIII

### Amendments

Section 1. Proposed amendment(s) may be submitted in writing by any active member or chapter adviser at least 15 days prior to a meeting of the FBLA Division's Executive Council. If not submitted in time for consideration at a meeting, the proposed amendment(s) may be mailed to the executive council for approval or disapproval.

Section 2. All amendments approved by the FBLA Division's Executive Council are submitted to the FBLA Division's Board of Directors for approval.

Section 3.

a. The FBLA Division's Executive Council submits the proposed amendment(s) which are approved by the FBLA Division's Board of Directors to the authorized voting delegates at the FBLA Division's Leadership Conference or to the active local chapters in good standing with the state and national organizations for ratification by mail.

b. A simple majority of authorized voting delegates at the FBLA Division's Leadership Conference may ratify an amendment(s).

c. A simple majority of the valid ballots returned by the deadline from active local chapters in good standing with the state and national organizations may ratify an amendment(s).

d. A deadline for the return of ballots is established by the FBLA Division's Executive Council to be not less than thirty days from the postmark on the envelope in which the ballots were received by the local chapter.

Section 4. The local chapters are to receive a copy of the proposed amendment(s) at least one week in advance of a business session at the FBLA Division's Leadership Conference, or local chapters are to receive a copy of the proposed amendment(s) in the same mailing in which they receive their ballot.